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APPLICATION FOR HOUSE TO HOUSE COLLECTIONS PERMIT ACT 1939

In pursuance of Section 2 of the House to House Collections Act 1939, I hereby apply for a permit authorising me to promote the collection for which particulars are given below:

Please **do not print** this form out, (it is enabled to be completed electronically).

Complete and return by email to: licensing.admin@southnorfolkandbroadland.gov.uk

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| **SECTION A: PARTICULARS OF COLLECTION:** | | |
| 1 | Name of charity/organisation: | Click or tap here to enter text. |
| 2 | If a registered charity, please give the unique charity number: | Click or tap here to enter text. |
| 3 | Address (including postcode) of charity: | Click or tap here to enter text. |
| 4 | Name of applicant: | Click or tap here to enter text. |
| 5 | Address (including postcode) of applicant: | Click or tap here to enter text. |
| 6 | Telephone number/s of applicant: | Click or tap here to enter text. |
| 7 | Email of applicant: | Click or tap here to enter text. |
| 8 | Please state in which Parish collection is proposed: | Click or tap here to enter text. |
| 9 | During which dates in the year is collection proposed: (D/M/Y) | Click or tap here to enter text. |
| 10 | Is it proposed to collect money? | Yes  No |
| 11 | Is it proposed to collect other property? | Yes  No |
| 12 | If yes, please give details of this: | Click or tap here to enter text. |
| 13 | Is it proposed to sell such property or to give it away or to use it? | Yes  No |
| 14 | If yes, please give details of this: | Click or tap here to enter text. |
| 15 | Approximately how many persons is it proposed to authorise to act as collectors in the Parish for where the application is addressed? | Click or tap here to enter text. |

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| **SECTION B: DETAILS OF COLLECTIONS:** | | |
| 1 | Is it proposed that remuneration should be paid out of the collection? | To collectors  To other persons  Both  Neither |
| 2 | If remuneration is paid, who and how much is paid? | Click or tap here to enter text. |
| 3 | What percentage of the proceeds is going to be given to the charity? | Click or tap here to enter text. |
| 4 | Is the application being made for licences to make collections for the same purpose in other licensing areas? | Yes  No |
| 5 | If yes, please specify which areas: | Click or tap here to enter text. |
|  | Approximately, how many persons in all is it proposed to be authorised to act as collectors? | Click or tap here to enter text. |
|  | Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of collection, been refused a licence or order under the Act, or had a licence or order revoked? | Yes  No |
|  | If yes, please give details of this: | Click or tap here to enter text. |
|  | Is it proposed to promote this collection in conjunction with a street collection? | Yes  No |
|  | If the collection or sale is for a War Charity, state if such charity has been registered or exempted for registration under the War Charities Act 1940 and give the name of the registration authority and date of registration or exemption. | Click or tap here to enter text. |

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| **SIGNATURE OF APPLICANT:** |
| Signature (please type or use an electronic signature):  Print Name:  Date: |

**Please read the Privacy Statement below:**

Broadland and South Norfolk District Council takes your privacy very seriously and provides the following information in compliance with *Data Protection Legislation.* Under data protection legislation we lawfully process your personal information as a public authority which may involve sharing your information with other regulatory authorities.

Any data received, as a result of the registration of a food business, will be retained for the period of your involvement with the business and for a period of 7 years once this involvement ceases. We may need to share your information with other service providers and other departments within Broadland and South Norfolk District Council to ensure the best possible service.

Under data protection law you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed in our Privacy Policy (on our website). You can contact our Data Protection Officer at [data.protection@southnorfolkandbroadland.gov.uk](mailto:data.protection@southnorfolkandbroadland.gov.uk) You also have the right to lodge a complaint with the regulator, the Information Commissioner’s Office.

Third party processing

Please note, the information supplied may also be shared with Trading Standards, South Norfolk and Broadland Council Business Rates Department, Food Standards Agency and Public Health England. Such information may be provided to assist them in carrying out their normal duties, or to assist/inform them of an issue that presents a risk to public health.